

Madison County Electoral Board

Minutes of the Madison County Electoral Board (EB) Meeting 7 September 2021 – 3:00 p.m., 414 N. Main St., Madison VA

- **Meeting Attendees:** Mark Farmer, EB Chair; Margaret “Fred” Douglas, EB Vice-Chair; Susanna Spencer, EB Secretary; and Lauren Eanes, General Registrar (GR)
- **Call to Order:** Chairman, Mark Farmer called the meeting to order at 4:00 p.m.
- **Approval of Minutes:** Meeting attendees approved the minutes and action items of 17 August 2021 without changes.
- **Approval of Agenda for 7 September 2021:** Meeting attendees approved the agenda for 7 September 2021 without changes.
- **Election Official (EO) Precinct Assignments:**
 - **EO Approval:** Madison County resident, Christopher Lattin (Republican), was approved as a new EO. He will receive training in October 2021, and will be assigned a precinct for 2 November 2021.
 - **EO Precinct Assignments:** Meeting attendees reviewed and adjusted EO precinct assignments relative to the requirements of Virginia Election Code 24.2-115, which states *“The electoral board shall ensure that one officer is designated as the chief officer of election and one officer is designated as the assistant for each precinct. The officer designated as the assistant for a precinct, whenever practicable, shall not represent the same party as the chief officer for the precinct.”* In all precincts, EO assignments were adjusted to ensure representation of both parties at every precinct. Every attempt was made to assign different party representatives as Chief and Assistant Chief. Assignments will be finalized and posted on 14 October 2021 after all EOs have attended their training.
- **EO Training:**
 - **Election Official (EO) Training:** Meeting attendees agreed that the EO training will occur on Wednesday 13 October 2021 at two sessions (9 am and 5 pm). The training will comprise the following: 1) a review of Safety and Security - (Fred Douglas, 9 am; Mark Farmer, 5 pm), 2) four hands-on break-out sessions: a) Equipment – Charles Moncrief, b) Paper Work – Lauren Eanes, c) Poll Pads – Fred Douglas, and d) Check-In/Miscellaneous – Susanna Spencer, and 3) a hands-on exercise filling in a Statement of Results (SOR) – (Tosh Bledsoe and Lauren Eanes). The goal will be for the training to last approximately 1 hour.
 - Safety and Security training will comprise the existing PowerPoint training package.
 - Fred Douglas prepared short, 1-page summaries for each of the remaining training modules/trainers listed above. The attendees reviewed and tacitly approved these summaries. If changes or updates are required after further review, the summaries will be updated before the training.
 - There were a number of EOs who indicated that they cannot attend the training on 13 October 2021. Susanna Spencer accepted an action item (090721-01) to contact each of these EOs and determine if they can attend an alternative training day of 5 or 8 October 2021. She will notify the electoral board of the results.
- **Adjourn:** The meeting was adjourned by Mark Farmer, at 4:10 pm.

Action Item Summary from 7 September 2021

Action Item Number	Description of Action	Assigned To	Due Date
090721-01	Contact each of the EOs who cannot attend 13 October 2021 training, and determine if these EOs can attend an alternative training session on either 5 or 8 October 2021. Notify the electoral board of the results.	Susanna Spencer	16 September 2021